

UNITED STATES GOVERNMENT

*Memorandum*

**CONFIDENTIAL**

TO : Director of Training

DATE: 18 June 1965

FROM : Personnel Officer, OTR

SUBJECT: Weekly Activity Report #13

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

DDS Rotations

25X1  
25X1  
1. [ ] DDS Administrative Officer, has been nominated to OTR as [ ] replacement. OTR/Personnel is currently discussing his nomination with Chief, Plans and Policy Staff and DDTR.

25X1  
25X1  
2. [ ] visited OTR/Personnel concerning his return to the Office of Finance. According to [ ] the Deputy Chief of Finance was not encouraging about the prospect of a return assignment and stated that he would be well advised to "shop" outside of Finance for an assignment. [ ] was advised that his assignment to OTR was very satisfactory and that his return was a part of a normal rotation concept which involved part of our request for four administrative officers. During a lengthy discussion OTR/Personnel made every effort to assure [ ] that he was receiving fair and equitable treatment from the Office of Training.

25X1  
25X1  
3. OTR/Personnel has again queried Logistics Personnel about the next assignment for [ ] who is due to depart [ ] 1 August 1965. As of this time Logistics has not defined his next assignment. We have requested that every effort be made to expedite a determination of his next assignment. [ ] Personnel has been advised.

25X1  
25X1  
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Weekly Activity Report, OTR/Personnel, 18 June 1965

Security Promotion

[redacted] was promoted to GS-13 effective 20 June 1965. The Office of Security has requested that, upon receipt of the effective action, [redacted] conduct the presentation.

Retirements

2. [redacted] will retire from the Agency on Friday, 18 June. Out-processing was completed Thursday and Friday mornings, 17 and 18 June. [redacted] returned to duty 7 June following a rather extended period of illness.)

3. [redacted] has requested that she be considered for the Agency's early retirement program. [redacted]

The Retirement Staff states that they have not considered any pure secretarial personnel cases yet, since their work load to date has only involved urgent and/or obviously qualified cases.

4. [redacted] are scheduled to be considered by the Board on 24 June.

Reassignment Possibilities

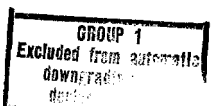
1. [redacted] has been nominated to the Office of Logistics as a replacement for [redacted]. An early response to this nomination has been requested.

2. [redacted] Personnel Officer/Office of Finance, has been on leave this week, but will probably interview [redacted] on Monday, 21 June 1965.

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Weekly Activity Report, OTR/Personnel, 18 June 1965

T/O Reorganization

As a result of the need for additional officers within the Management School and certain changes in briefing responsibilities, including the accommodation of [ ] OTR/Personnel consulted with Chief, Intelligence School concerning certain T/O changes. The need for two additional professional positions and one clerical position can probably be satisfied from slots available [ ]

Return from TDY

EOD

Provisional Security Clearance has just been obtained on [ ] prospective Clerical Instructor. Central Personnel will contact [ ] immediately to arrange for EOD on or about 21 June 1965, if possible.

Illness

[ ] reportedly will undergo major surgery at Walter Reed Hospital on Friday, 18 June. Complications resulting from blood-clotting problems will require amputation of a leg. This information has been passed to the Logistics Personnel Officer.

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3. [ ] was interviewed on Tuesday, 15 June 1965, by [ ] in the DDI. [ ] has accepted their offer and they would like her to report as soon as possible. [ ] who will probably replace [ ] will be available on Monday, 28 June 1965, and a one-day overlap will probably suffice. [ ] will be advised accordingly.

4. [ ] was interviewed as a possible replacement for [ ] in the CI Staff, but was not selected for the assignment. It was filled by one of the candidates in the Staff; Jim was not too disappointed because he had not fully decided that it was the type of position he desires in the DDP.

Reassignment

[ ] will check out of OTR today, and report to the Office of Finance on Monday, 21 June 1965.

Plans Staff Assistance

OTR/Personnel attended a meeting in PPS on the recent DDS request for our plans for crisis action. Our contribution centered around personnel organization and planning.

Independent Contract

OTR/Personnel consulted with Chief, Career Training Program concerning the possible future contract employment of [ ] whose retirement becomes effective 18 June 1965. The various contract employments were discussed and it was concluded that an independent contract would be most suitable to the situation.

Personnel Statistics

[ ]

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Weekly Activity Report, OTR/Personnel, 18 June 1965

Summer Employees

1. The Office of Personnel has provided us with a replacement for [redacted] who did not report to OTR as scheduled. [redacted] GS-02 Clerk, will report to OTR on Thursday, 24 June 1965, and be assigned to [redacted]

2. [redacted] reported to OTR on Wednesday, 16 June 1965. [redacted] is working for [redacted] and [redacted] has been assigned to [redacted]

3. [redacted] GS-02 Clerk-Typist, reported to OTR this morning and has been assigned to [redacted]

Trip

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